



EXPENSES CLAIM

Claim Number

16169

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	
26/03/11	1220	-	Subsistence allowance at 10 hour day rate - £10 minus £2.05 already claimed (copy of claim form attached)				7.95 Yes ①
27/03/11	-	*	Subsistence allowance at 24hr rate - £30 minus £2.95 already claimed (total amount of CG's share of the meal minus alcohol was £29.99)				27.05 Yes ②
RECEIVED							
* return to office at 1040hrs on Friday 30 March 10 APR 2012							
.....							
sub-total					0	0	35.00

Other incidental expenses (e.g. telephone, postage)

total amount claimed	35.00
less cash advances received	0.51
amount claimed for payment	35.00

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation

pm APC card.
49.

* Receipts must be provided for subsistence claims. Please attach to the back of this form.

EXPENSES CLAIM

Claim Number

43183

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO	Department		
Christopher Graham			Chief Executive		
Usual mileage to work					
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.					
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached
Depart	Arrive		STD	PTR	
			45p	25p	£ p
		EURO EXPENSES			
28/03/11	*	Breakfast on Eurostar on the way to Brussels			4.50 Yes ✓ ①
	—	Metro "jump" ticket for 10 journeys			13.00 Yes ✓ ②
	—	Snack			5.10 Yes ✓ ③
30/03/11	—	Breakfast at airport			8.85 Yes ✓ ④
		Financial Times newspaper to see report about DfE appeal			3.50 Yes ✓ ⑤
* LEFT THE OFFICE AT 1220HRS ON MONDAY 26 MARCH					
RECEIVED					
10 APR 2012					
sub-total			0	0	34.95
Other incidental expenses (e.g. telephone, postage)					
total amount claimed					34.95
less cash advances received					
amount claimed for payment					34.95
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation					
€ 34.95 ÷ 1.22406 = £28.55					



EXPENSES CLAIM

Claim Number

15556

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
					45p	25p	
26/03/11	1220	—	Taxi from office to Macclesfield train station	Taxi			23.00 Yes
	—	—	Coffee on train				2.05 Yes
27/03/11	—	—	Coffee at Wesley's café in Westminster				2.95 Yes
29/03/11	—	—	Taxi from ICO conference at Tower Hill to Kings Cross station	Taxi			14.00 Yes
	—	—	Coffee with Sue Eustace, Advertising Association				5.20 Yes
30/03/11	—	1040	Taxi from airport to office				20.00 Yes
				sub-total	0	0	67.20

Other incidental expenses (e.g. telephone, postage)

total amount claimed						67.20	
less cash advances received							
amount claimed for payment						67.20	

If this journey has incorporated an overnight stay at a hotel, could you please note or append any comments (positive or negative) about the standard of the accommodation.

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EXPENSES CLAIM

Claim Number
41145

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level		Payroll No.		Department	
Christopher Graham						Chief Executive	
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive		STD	PTR		
				45p	25p		p
EURO EXPENSES							
07/12/11		Brussels Metro ticket - valid for 10 journeys (not previously claimed)	Metro			12.50	Yes ①
12/02/12		Brussels Metro ticket - valid for 10 journeys	Metro			13.00	Yes ②
21/03/12	1615	- Taxi from airport to hotel for C Graham and E Butler	Taxi			45.00	Yes ③
	-	- Share of dinner (total cost 64 Euros split three ways plus tip)				24.00	No
22/03/12	-	- Lunch				4.87	Yes ④
	-	- Coffee at European Parliament				1.90	No
23/03/12	-	1900 Lunch				6.84	Yes ⑤
RECEIVED							
10 APR 2012							
				sub-total		108.11	EUROS
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						108.11	EUROS
less cash advances received							
amount claimed for payment						108.11	EUROS
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
108.11 ÷ 1.22406 = £88.32 - £88.83 expenses from APC							
-0.51 c/f							

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EXPENSES CLAIM

Claim Number

97892

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job/Level	Payroll NO.	Department				
Christopher Graham			Chief Executive				
Usual mileage to work:							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.							
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached?		
	Depart	Arrive		STD	PTR	p	
21/03/12	1615	-	Taxi from office to airport (plus waiting time)	Taxi		16.00	Yes
23/03/12	-	1900	Taxi from airport to home	Taxi		15.00	Yes
			£13.75 to be deducted from above claim due to overclaim on GPC - total claim was simply half of the bill provided which included alcohol (see attached copy receipt for breakdown, the original will be provided with GPC statement)				
RECEIVED 10 APR 2012							
						17-25	
			sub-total	0	0	31.00	
Other incidental expenses (e.g. telephone, postage)							
						total amount claimed	31.00
						less cash advances received	
						amount claimed for payment	31.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.



RECEIVED

25 APR 2012

EXPENSES CLAIM

Claim Number

22671

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

Usual mileage to work

NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.

Date	Time		Full details of journey and charges	Mode of travel	Car mileage			Receipt attached
	Depart	Arrive			STD	ETR	E	
02/04/12	1155	2100	Coffee at Stockport station on return from London				2.15	Yes ✓
13/04/12	0730	-	Coffee in London				2.10	Yes ✓
	-	1655	Coffee in London				2.40	Yes ✓
				sub-total	0	0	6.65	

Other incidental expenses (e.g. telephone, postage)

total amount claimed		6.65
less cash advances received		
amount claimed for payment		6.65

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

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EXPENSES CLAIM

Claim Number

26984

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
DA Smith			Exec			
Usual mileage to work						
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.						
Date	Time	Full details of journey and charges	Mode of travel	Car mileage	Receipt attached	
	Depart	Arrive		STD 45p	PTIR 25p	£ p
18/3/12	05.30	Home - Airport	Taxi			£17.00 ✓
		Mandeville - Washington	Plane			
19/3		(EU Commis Conf)				
20/3		Dupont Circle - Gd Central	Metro			£5.00 ✓
		(Closed conf / OECD Mtg)				
		Archives - Dupont Circle	"			
21/3		Washington - Mandeville	Plane			
	10.15	Airport - Home				£17.00 ✓
		Subsistence (business class flights + hotel +				
			sub-total	£0.00	£0.00	£0.00
Other incidental expenses (e.g. telephone, postage)						
total amount claimed						£0.00
less cash advances received						£0.00
amount claimed for payment						£0.00
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						

\$100-00
 rec'd 16/3
 less \$100-c
 net'd 26/1

$$f_{\infty} = 79.$$



26984

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All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section									
Name	Job Level	Payroll NO.	Department						
DASm ITM									
Usual mileage to work									
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide if you are unsure.									
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	p	p
Depart	Arrive	STD			PTR				
			+ transfers + dinner on 18/3, lunch on 19/3 paid by Euro Commission residual less £1 fast (£86.5 + £13.00)					\$73.50 ✓	
<div style="text-align: center;">/</div>									
				Sub-total	0	0	0.00		
Other incidental expenses (e.g. telephone, postage)									
				Total amount claimed	0.00				
				less cash advances received					
				Amount claimed for payment	0.00				
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									
DECLARATION									
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner's Expenses Guide.									
Signed				Date					
APPROVAL OF CLAIM (Please contact Finance if you are unsure who can approve your claim)									
Name of manager				Job Level					
Signed				Date					
FOR FINANCE USE									
Paid Stamp		Additions checked			Budget Code				
					Budget Holder				
		Authorised by the Finance Manager			Individual				
					Consuming CC				

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.



EXPENSES CLAIM

Claim Number	
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83337

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

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